

CITY OF SAN ANTONIO
TRANSPORTATION AND CAPITAL IMPROVEMENTS



REQUEST FOR QUALIFICATIONS:

**DESIGN SERVICES FOR THE
TERMINAL A/B CONNECTOR AND SECURITY SCREENING CHECKPOINT
EXPANSION PROJECT**

(RFQ – TCI02102016MG)

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the 10th business day after a contract solicitation has been released until 30 calendar days after the contract has been awarded:

1. legal signatory of a high-profile contract;
2. any individual seeking a high-profile contract;
3. any owner or officer of an entity seeking a high-profile contract;
4. the spouse of any of these individuals;
5. any attorney, lobbyist or consultant retained to assist in seeking contract.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these individuals during the “black out” period.

**RFQ ISSUE DATE:
January 11, 2016**

**SUBMITTAL DEADLINE:
FEBRUARY 20, 2016 AT 3:00 P.M. LOCAL TIME**

TABLE OF CONTENTS

Section	Page Number
I. BACKGROUND	3
II. SCOPE OF WORK	4
III. SCHEDULE OF EVENTS	9
IV. PRE-SUBMITTAL CONFERENCE	10
V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA	10
VI. SUBMISSION INSTRUCTIONS	15
VII. AMENDMENTS TO RFQ	16
VIII. RESTRICTION ON COMMUNICATIONS	16
IX. AWARD OF CONTRACT AND RESERVATION OF RIGHTS	17
X. SBEDA ORDINANCE COMPLIANCE PROVISIONS	19

ATTACHMENTS

Form 1 – Respondent Submittal Cover / Signature Sheet	RFQ Attachment 1
Form 2 – Submittal Checklist and Table of Content	RFQ Attachment 2
Form 3 – Discretionary Contracts Disclosure Form and Instructions	RFQ Attachment 3
Form 4 – Litigation Disclosure Form	RFQ Attachment 4
Form 5 – SBEDA: Subcontractor/Supplier Utilization Commitment Form	RFQ Attachment 5
Contract Document Template	Exhibit A
General Conditions	Exhibit B

CITY OF SAN ANTONIO

DESIGN SERVICES FOR THE TERMINAL A/B CONNECTOR AND SECURITY SCREENING CHECKPOINT EXPANSION PROJECT

I. BACKGROUND

The City of San Antonio (hereafter referred to as “City”) Transportation and Capital Improvements Department (hereafter referred to as “TCI”) and the Aviation Department (hereafter referred to as “the Airport”) are seeking Statements of Qualifications (hereafter referred to as “SOQ”) from qualified firms interested in providing Architectural and Engineering Services associated with the construction of the Terminal A/B Connector and Security Screening Checkpoint Expansion (hereafter referred to as “the Project”) at the San Antonio International Airport (hereafter referred to as “SAIA”). The City has allocated a budget of \$4,500,000 for this Project.

SAIA services the City of San Antonio and the metropolitan region of south-central Texas by providing passenger, air cargo and other essential air service. Currently SAIA services the flying public with seven (7) domestic commercial airlines, four (4) international carriers, two (2) national and international air cargo and express companies. SAIA is a port of entry for international passengers entering the United States from foreign destinations. Commercial international passengers are processed at SAIA’s existing U. S. Customs Federal Inspection Station (hereafter referred to as “F.I.S.”) located in SAIA’s Terminal A. International passengers arriving on aircraft other than regular scheduled commercial flights or General Aviation flights enter a separate F.I.S. facility located on the lower level of Terminal A.

Passenger processing at the Airport for arrivals and departures is accomplished in both Terminal A and Terminal B. Terminal A was constructed in 1983 and Terminal B was completed in 2010. While ticket and baggage facilities are adjoining and connected, when the occasion requires passengers to move from one concourse to the other, passengers must exit security for each respective concourse, transverse through the ticket or baggage lobby to the respective security checkpoint for the destination concourse. Inter-connectivity between the terminal facilities does not exist today.

In addition, given an average daily departure of twelve-thousand (12,000) passengers, approximately six-thousand (6,000) passengers pass the Terminal A screening checkpoint every twenty-four (24) hours. Currently, there are five (5) security exit lanes at the Terminal A security checkpoint. The growing passenger volume, coupled with the demand for more equipment to process passengers, has resulted in less space for the movement of passengers. The existing area neither accommodates the increasing demand for queuing and processing space nor meets the required Transportation Security Administration’s (hereafter referred to as “TSA”) need to adequately, effectively and efficiently process passengers.

City and the Airport acknowledge the need to improve the Terminal A security screening checkpoint and passenger processing area, as well as to afford passengers at SAIA the freedom, once screened, to move between Terminal A and Terminal B without requiring additional security screening for that movement.

Purpose/Intent

It is the intent of this SOQ to select a highly qualified team to design:

1. a new Terminal A security checkpoint, allowing for a more efficient screening process meeting the required TSA needs; and
2. a facility connecting the concourses of Terminal A and Terminal B spanning the airside exterior wall on the ticket level of the terminal buildings, eliminating need for passengers within the secured area of SAIA from having to go back through a security screening when traversing between Terminal A and Terminal B. Connection shall occur at the concourse in the general area of the existing north food court and extend more than 1,500 feet to Terminal B where it will connect into the food court area on the ticket level.

The estimated total size of the new security screening area and the secured Terminal connecting facility is projected to be approximately 80,000 square feet.

Of the anticipated 80,000 square feet of Project area, approximately 25,000 square feet will be dedicated to the new security screening checkpoint and passenger processing function for patrons initially entering the Terminal A concourse. The new security screening checkpoint and passenger processing area shall accommodate up to twelve (12) processing lanes, essential and required search and processing offices, reclaim area and queuing lane(s) space. The space shall meet the minimum design standards established by the Department of Homeland Security and its latest edition for similar size and complexity at airport terminal facilities.

The secured facility that will connect the two terminals shall connect the Terminal A concourse in the general area of the existing north food court and extend more than 1,500 feet to connect into the food court area on the ticket level of the Terminal B concourse. The connecting secured corridor shall be of adequate width to accommodate pedestrian and motorized people mover equipment, such as moving sidewalks or man driven carts and dollies. Escalators and elevators, both public and service, also shall be included. Public restrooms shall be developed, as required.

An area of roughly 15,000 square feet of the anticipated 80,000 square feet of Project area shall be designed to accommodate a concessions function on two (2) levels, to include a designated service corridor on one level to allow for concession vendors to access and receive deliveries. A retail concession area on a second level within this area also shall be included.

The facility shall include standard building infrastructure and utilities, to include plumbing, HVAC, mechanical, electrical, Information Technology, fire protection systems, public safety and public address systems, Flight Information Display System (hereafter referred to as "F.I.D.S.") and other customer service features. The Project shall include SAIA standard finishes, furnishings, fixtures and equipment.

The Project further shall include design and accommodations to displace existing facilities (concessions, etc.) affected by the development of this expanded facility. All necessary furnishings, fixtures and equipment shall be included in the Project, to make the facility function in the manner intended by the Airport and the City.

It is anticipated that Design completion shall take up to twelve (12) months inclusive of Phase I which is anticipated to take up to four (4) months following the award of the contract by the San Antonio City Council. It is expected that the selected Respondent shall include appropriate professionals to complete the task, such as, but not limited to, the following:

- Architect
- Structural Engineer
- Electrical Engineer
- Civil Engineer
- Cost estimator
- Concessions Feasibility, Planning and Resource Management
- Code and Fire Protection
- Site Utilities
- Circulation
- HVAC/MEP Engineer
- Interior Design

II. SCOPE OF WORK

The selected Respondent shall provide a full range of professional services. That effort shall be accomplished through a multi-phased approach as follows:

Phase One – Conceptual Design (15%)
Phase Two – Schematic Design (15%) through Design Completion (100%)
Phase Three – Construction Administration Services

The successful Respondent's initial contract, resulting from this SOQ, will address Phase One above. To preserve the continuity necessary to the successful completion of Phase One, it is intended that the initial contract resulting from this RFQ subsequently will be amended, subject to funding availability, to include Phase Two and, expectedly, Phase Three. All Program Phases shall require regular scheduled presentations to TCI and the Airport in addition to the traditional 30%, 60%, and 90% delivery and review of the developed plans and specifications. The selected Respondent shall have access to various planning documents to aid in the programming, planning and design of the facility. Some documents shall include recently prepared conceptual documents prepared by RS&H Architects, current Airport Master Plan, various design standards for Airport development, San Antonio Airport System facility criteria and any other related documents.

Kindly note, this RFQ Solicitation is for Phase One Services only.

PHASE ONE

Initial efforts shall include the review of existing SAIA conditions and requirements to facilitate the development of the desired Project, to include but not be limited to:

- A. Feasibility Study:** The selected Respondent shall prepare and determine the feasibility of the Project by investigating SAIA's existing conditions and examining the existing and future demands for the required spaces, to include research of various established design criteria, design standards, industry standards and City criteria, as well as the requirements of the Department of Homeland Security and the Transportation Security Agency.
- B. Program and Assessment:** This element of Phase One shall include, but not be limited to, the selected Respondent's gathering of details that collectively will result in the sizing, functional use verification and compliance with standard and acceptable similar facilities developed for the purpose of people movement for the Project. In addition, the selected Respondent shall develop an alternative(s) to incorporating a designated area for receipt and distribution of a centralized delivery of goods and materials located within the Connector.
- C. Conceptual Design (development of plans to include alternatives and options, resolution of an approach and refinement of Preliminary Design):** This element of Phase One shall include the selected Respondent's development of concepts and alternatives with recommendations. Concepts shall include a unit price rough order of magnitude (hereafter referred to as "ROM") for each concept. The selected Respondent shall prepare a final layout in preliminary form containing elements from each considered alternate.
- D. Development of a Cost Estimate:** The selected Respondent's designated and selected Preliminary Design shall include the development of an estimated cost of work for presentation, review and final approval by TCI, the Airport and all Project stakeholders. A critical path schedule also shall be developed to map the activities and requirements expected from the development of concept until the completion of construction and Project closeout.

The Project scope shall include:

- 1. A comparison of the feasibility study and demand analysis based on the Terminal Area Forecast and Land Use Planning at San Antonio International Airport as well as programming strategies to inform of size, complexity and function for the desired space.

2. A refined and developed concept to include passenger flow, service considerations, vertical and horizontal movements.
3. The selected Respondent shall perform planning and design to facilitate the full construction of the connector facility, including, but not limited to,
 - a. the reorganizing of the spaces where tie-in occurs;
 - b. impact of structural supports on other operating functions such as baggage make-up, baggage assembly, and transfer areas located beneath the planned route/path for the facility;
 - c. the impact to existing spaces (concession, impact on airline operations, etc.);
 - d. glass and glazing exterior and intra-floor waterproofing;
 - e. location of toilet facilities;
 - f. vertical and horizontal people movement devices, service corridors with supporting vertical units (elevators);
 - g. staging and storage areas for concessions;
 - h. furnishing and finishes;
 - i. F.I.D.S.;
 - j. sufficient mechanical, electrical, plumbing, public safety, public address systems, security accommodations including, but not limited to, CCTV, access control systems, Information Technology systems, signage/wayfinding; and
 - k. public convenience accessories, telephones, power stations, plantings, art features, family restrooms, pet relief facilities and other essential related improvements.

All new work shall be consistent with the finishes represented in the Phase I Terminal A Modernization Program completed 2014.

4. The selected Respondent shall provide design to include a full-scale TSA security screening area in compliance with recent requirements of the Department of Homeland Security for airports, to include but not be limited to space for queuing and passenger assembly, space to support a minimum of twelve (12) processing lanes, space to support various equipment required for passenger processing, areas for supporting office, personal inspection booths, detention accommodations, offices for TSA functions, such as administrative and break areas, police official observation booths/areas and storage.
5. The selected Respondent shall provide essential required engineering assessment(s).
6. The selected Respondent shall explore existing conditions including, but not limited to, structure, waterproofing, infrastructure and utilities.
7. The selected Respondent shall perform all Project design to include, but not limited to, architectural, geotechnical, structural, mechanical, electrical, concessions management design expert, cost estimation, code and fire protection, site utilities and other associated and related disciplines.
8. The selected Respondent shall coordinate and collaborate with officials of Homeland Security, law enforcement, TCI, Aviation and other essential representatives.

9. Assist with preparation of critical path, and phasing schedules, life-cycle and system performance.

NOTE: There will be a pause after Phase One for formal approval and to finalize funding for the construction of the Project.

PHASE TWO

Phase Two, upon approval and funding, shall continue design through 100% document plans and specifications and the development of a detailed cost estimate. Phase Two design shall include regular scheduled presentations to TCI and the Airport not limited to the traditional 30%, 60%, and 90% delivery and review of plans and specifications. The City and Airport may require additional presentations, as needed, to City personnel and the general public.

NOTE: There will be a pause after Phase Two for formal approval and to finalize funding for the construction of the Project.

PHASE THREE

Phase Three, upon approval and funding, shall include Construction Administration and other Project closeout responsibilities through final completion of the Project. The selected Respondent shall provide management and administrative support to the Project.

QUALIFICATIONS

Respondent shall demonstrate prior or similar design experience at larger or similar size airports having similar type connectors, as desired by this solicitation. Respondent shall possess the range of architectural, engineering, special services design and project management expertise required to plan and design the Project within the context of a complex airport environment.

Furthermore, Respondent's skill, experience and knowledge shall enable it successfully to resolve the following key Project challenges by employing effective and innovative approaches to accomplish the following:

Feasibility

1. The selected Respondent shall program, plan, and design a concourse connector allowing for effective passenger movement along with a major security screening checkpoint to replace the existing checkpoint for Terminal A. The new facility shall:
 - a. accommodate Homeland Security passenger processing activities, to include screening equipment;
 - b. provide support facilities consistent and in compliance with Airport Technical Design Standards, Passenger Processing Facilities and with the Airport's building standards;
 - c. provide a concessions facility for various type of passengers services (food, gift, and other); and
 - d. repurpose the existing space currently serving either as existing concession space or security screening.
2. The selected Respondent shall employ best practices in meeting functional requirements to process passengers and provide administrative support as required.
3. The selected Respondent shall integrate requirements of the Department of Homeland Security, TSA, City and the Airport. Respondent shall integrate standard industry conditions to support the movement of passengers while meeting life-safety, building code, City ordinances and airport rules and regulations.

4. The selected Respondent shall prepare capital cost estimates to be reviewed and accepted by TCI, the Airport and City officials, as required.
5. The selected Respondent shall assist the Airport's financial consultants and bonding agents. The selected Respondent's estimates must be suitable for input into financial models by others.
6. The selected Respondent shall phase Project delivery in response to site constraints while maintaining a high level of Airport customer service.
7. The selected Respondent shall align programming and concept development with Airport business model and financial forecasts established by industry standards, FAA advisory and tools prepared by others.
8. The selected Respondent shall assist the selected construction Contractor in the development and implementation of a phasing plan during construction ensuring the continued operations of SAIA throughout construction until Project completion with minimal delay, operational impact and/or customer interruption.

Design

1. The selected Respondent shall resolve all building code issues, particularly fire code issues associated with providing various elements of the Projects during and at the completion of construction, to maximize facility functionality.
2. The selected Respondent shall incorporate Leadership in Energy & Environmental Design (hereafter referred to as "LEED") building features as much as practicable and as required by City ordinance.
3. The selected Respondent shall design to include features to preserve energy, energy efficiency, employing solar energy, minimum use lower power demand, water conservation and other industry acceptable practices.
4. The selected Respondent shall provide a customer service facility maximizing functionality, is attractive and provides a high level of customer service with maximum amenities.
5. The selected Respondent shall integrate architectural concept and aesthetic appearance with both Terminal A and Terminal B.
6. The selected Respondent shall maximize facility efficiency within difficult site constraints.
7. The selected Respondent shall incorporate intuitive wayfinding and clear, customer friendly and unobtrusive signage.
8. The selected Respondent successfully shall implement guidance, personal security and other information technology systems into the facility design at an appropriate level to maximize efficiency, customer service, and serviceability of each facility.
9. The selected Respondent shall maximize pedestrian customer service and flow and effectively interface with surrounding facilities, including vertical and transitional facilities such as elevators, escalators and people movement facilities (i.e., moving sidewalks, as a minimum).
10. The selected Respondent shall provide public facilities, such as men's, women's, and family restrooms, with state-of-the-art systems, current standard low water use, highly efficient fixtures, equipment and amenities.
11. The selected Respondent shall maximize user comfort in terms of light, air quality, security and safety.

12. The selected Respondent shall provide design and construction advisory services during the construction staging and phasing process, to ensure accessibility and continued operational activities.
13. The selected Respondent shall perform alternate code review and/or risk based assessment.

Management

1. The selected Respondent shall manage Project expectations, in order to maximize scope and quality within the established budget and schedule.
2. The selected Respondent shall support City and TSA in the review of business, technical and related activities.
3. The selected Respondent shall provide contract document plans and documentation to ensure Project construction is achieved within cost, schedule and quality expectations.
4. The selected Respondent shall provide comprehensive construction plans and specifications suitable for bid and an award of a construction contract through a competitive process and in accordance with City Standards.
5. The selected Respondent shall assist City during the Project construction pre-bid conference, review and consultation, bid opening administration, bid evaluation reconciliation, analysis and recommendation.
6. The selected Respondent shall provide construction administration services in a traditional design-bid-build delivery method.
7. The selected Respondent shall manage its consultant team effectively and communicate effectively with the Airport, City and TSA.
8. The selected Respondent shall develop and support a business case for increase cost and scope of the Project to offset operational inefficiencies.
9. The selected Respondent shall utilize CAD and document control standards.
10. The selected Respondent shall assist the successful construction Contractor in the development of a construction phasing plan to be adjusted, as required, to facilitate construction while allowing for the continued daily operations of SAIA.
11. The selected Respondent shall provide instructions, assistance and directions, as required, to the successful construction Contractor during Project construction to facilitate the full intent of the design.
12. The selected Respondent shall advise City's Aviation Department on matters relative to the performance of the Project's construction Contractor during all phases of the Project's construction.

III. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this Project.

Pre-Submittal Conference:	January 19, 2016
Deadline for Submission of Written Questions:	January 25, 2016
Responses Due:	February 10, 2016
Interviews of Short-Listed Firms (if necessary)	March 2016 (TBD)

IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference is scheduled to be held on **Tuesday, January 19, 2016 at 10:00 A.M. at the San Antonio International Airport, Terminal A Mezzanine Conference Room, located at 9800 Airport Blvd, San Antonio, Texas 78216.** Attendance at the Pre-Submittal Conference is optional but strongly encouraged. Respondent is encouraged to prepare and submit its questions in writing three (3) calendar days in advance of the Pre-Submittal Conference, in order to expedite the proceedings.

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted on City's website at <http://epay.sanantonio.gov/RFPListings/>.

This meeting place is accessible to disabled persons. SAIA is wheelchair accessible. The accessible entrance is located at Terminal A, 9800 Airport Blvd. Accessible parking spaces are located at Long Term Parking Garage. Auxiliary aids and services are available upon request. Interpreters for the Deaf shall be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses and posted on City's website at <http://epay.sanantonio.gov/RFPListings/>. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of City shall not be binding on City.

V. SUBMITTAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA

City shall conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. The selection committee may select all, some or none of the submitting Respondents. If City elects to conduct interviews, Respondent may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the selection committee.

Respondent's submittal shall include the following items in the following sequence:

- A. **EXECUTIVE SUMMARY** – Respondent shall include a one-page Executive Summary for the Statement of Qualifications ("SOQ"). The summary shall state the number of years in business, number of years in business in the local office, local office address and number of employees employed in local office.
- B. **SUBMITTAL COVER / SIGNATURE PAGE (Form #1)** – Respondent shall include the completed Submittal Cover/Signature Sheet with submittal, indexed or labeled as "**Tab1**". The Submittal Cover/Signature Sheet shall be signed by a person, or persons, authorized to bind the entity or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. Joint ventures require signatures from all firms participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture such as a joint venture agreement as an attachment to their submittal.
- C. **SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #2)** – Respondent shall complete this form, which is to be used as the Table of Contents for its submittal. The checklist shall be indexed or labeled as "**Tab 2**" in submittal.

- D. DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #3) – Respondent shall complete the form online at <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>, print a copy of the completed form and submit the form as “**Tab 3**” in its ORIGINAL SUBMITTAL ONLY. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.
- E. LITIGATION DISCLOSURE FORM (Form #4) – Respondent shall complete a Litigation Disclosure form, utilizing additional pages for explanation, if necessary, and submit the form indexed or labeled as “**Tab 4**” in submittal. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.
- F. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (FORM 5) – Respondent shall submit a completed and signed Subcontractor/Supplier Utilization Commitment Form indicating that Respondent commits to satisfy a **thirty-three percent (33%)** Small Business Enterprise (hereafter referred to as “SBE”) subcontracting goal for this solicitation. Absent a waiver granted by the City of San Antonio Economic Development Department, failure to submit a completed Subcontractor/Supplier Utilization Commitment Form in its response shall render Respondent’s submittal **NON-RESPONSIVE**. This form shall be indexed and labeled as “**Tab 5**” in the submittal.
- H. CONTRACT TEMPLATE AND GENERAL CONDITIONS (Indexed and labeled as “**Tab 6**”) – Respondent is to review the City’s Contract Template and its General Conditions, provided hereto as RFQ **Exhibit A** and **Exhibit B**, and provide written comments and/or concerns regarding the Contract and General Conditions. If Respondent does not have any comments and/or concerns, Respondent shall indicate this in this Tab 6. If no objections are submitted by the Respondent, City will presume that Respondent will sign the agreement as presented, if a contract is awarded.
- I. PROOF OF INSURABILITY (Indexed and labeled as “**Tab 7**”) – Respondent shall submit a copy of their current insurance certificate.
- J. LETTERS OF REFERENCE (required) – Respondent shall provide a maximum of five (5) letters of reference. Letters of Reference shall be indexed and labeled as “**Tab 8**”.
- K. CERTIFICATE OF INTERESTED PARTIES (TEC Form 1295) (Indexed and labeled as “**Tab 9**”)

Effective January 1, 2016, the City of San Antonio is required to comply with Texas Government Code, Chapter 2252, Subchapter Z, Section 2252.908 (hereafter referred to as “the Code”). The Code states City shall not enter into a contract with a business entity unless and until the business entity has submitted a Certificate of Interested Parties (hereafter referred to as “Form 1295”) to City for filing with the Texas Ethics Commission (hereafter referred to as “TEC”). The Form 1295 requirement imposed upon City applies to ALL contracts:

- having a value greater than \$50,000;
- requiring San Antonio City Council approval; and/or
- renewals, extensions or amendments that must be approved by the San Antonio City Council.

TEC has made available on its website the new filing application that must be used by Respondent to file its Form 1295 with City. Respondent shall use TEC’s application to enter the required information on Form 1295 and print a copy of the form containing a unique certification number for that response.

An authorized agent of Respondent then must sign the printed copy of the form and have the Form 1295 notarized. The notarized completed Form 1295 containing the unique certification number then must be submitted with Respondent’s submittal to City, pursuant to this solicitation, to ensure City and Respondent meet the Code requirements.

Form 1295 must be completed on-line by the business entity. It is accessible at:

As a result of this new requirement imposed upon City by the Code, City is requiring **all** Respondents submitting on **each** project to complete Form 1295, print a copy showing the unique Certification Number and Date Filed in the Certification of Filing box at the upper right corner of Form 1295 for that submittal, sign it, have it notarized and submit it with their submitted proposal.

City shall review Form 1295 as part of the Minimum Requirements Review performed upon receipt of the all proposals. Deficiencies in or missing Form 1295 shall not be a disqualifying error. Instead, City shall notify Respondent of any requirements to cure the deficiency and/or to submit/re-submit Form 1295 within two (2) days of notice to remain eligible to be considered for a contract award. City shall include the selected Respondent's Form 1295 in its package prepared for the San Antonio City Council's consideration for contract award.

K. **STATEMENT OF QUALIFICATIONS** – Respondent shall provide a narrative document addressing all evaluation criteria in **Section II** of this RFQ. Sufficient information regarding Respondent's past projects and key personnel's experience shall be provided in Respondent's submittal to indicate its team has met or exceeded the minimum qualifications cited in Section II of this RFQ.

A. Background, Experience and Qualifications of Prime Firm, Key Personnel and Key Sub-Consultants including Co-Respondent, Joint Venture Party or Partner (45 Points)

1. Experience: (Indexed and Labeled as "Tab 10") – City shall consider the relevance of past experience for all parties proposed as a part of the team. Respondent shall provide a narrative, in two (2) pages or less, describing its team's qualifications. Include how the proposed team has worked together on past similar projects and include the number of years working as a team. If a Sub-Consultant is part of the team, include information on how each Sub-Consultant functions within the team's organization.

2. Proposed Key Personnel/Organizational Chart (Indexed and Labeled as "Tab 11") – Key personnel included in this section are expected to be the same personnel that will be assigned to contract, if awarded. Respondent shall provide a detailed organizational chart of its team, identifying key personnel who will be committed to work on the various tasks for this Project. The proposed key personnel shall consist of a Texas licensed Engineer with a minimum of five (5) years demonstrated engineering experience.

Label key personnel assignments as:

- Proposed Coordinator of the Project requirements with regulatory agencies and authorities (if any);
- Proposed Quality Assurance/Quality Control Coordinator for submitting applicable notifications;
- Proposed Project Principal;
- Proposed Project Manager; and
- Sub-Consultant(s) for all services deemed necessary to fulfill the duties of this contract.

3. Resumes (Indexed and Labeled as "Tab 12") – Respondent shall submit one-page resumes for all key team members. Resumes should link to project sheets and may also include additional previously completed relevant projects not highlighted in the project sheets. Resumes also shall

include the license type (if applicable), number of years licensed, location of office, number of years experience in proposed role and experience with Respondent's team.

4. Project Sheets (Indexed and Labeled as "Tab 13") – Respondent's submittal shall include a maximum of three (3) project sheets, limited to one (1) page for each project, describing similar projects Respondent has completed within the last ten (10) years. Each project sheet should include the following:

1. Name and Description of Respondents cited project(s);
2. Scope of the project;
3. Project Principal and note whether this person will work on this Project and his/her role planned for this Project;
4. Project Manager and note whether this person will work on this Project and his/her role planned for this Project;
5. Budget for Respondent's cited project(s);
6. Cited project's proposed completion date and the actual completion date (explain inconsistencies);
7. Names of Respondent's proposed Team members who worked with on the cited project(s). Respondent shall indicate if they still are retained by Respondent.
8. The cited project's owner's name and the name of the cited project's representative (if different) who served as the day-to-day liaison for the project in the following format:
 - a. Name of Owner: _____
 - b. Name of Owner's representative: _____
 - c. Representative's Phone Number: _____
 - d. Representative's E-mail: _____

B. Proposed Management Plan (25 points)

This information should include Respondent's proposed organizational structure and availability of labor resources (capacity to perform) in executing the team's effort. Respondent shall submit information in a brief narrative plan indexed and labeled as **"Tab 14"** clearly and concisely describing the team's organization and approach to the Project, to include the following information:

1. Describe Respondent's project management approach and team organization for the provision of the services outlined in this RFQ.
2. Detail the current capacity of the team's key individuals and Respondent's capabilities to complete the services outlined herein.
3. Briefly describe Respondent's team's experience on quality control, accelerated schedules and value engineering.

C. Team's Experience with San Antonio Region Issues and past experience with City of San Antonio contracts (20 points)

City is interested in evaluating Respondent's experience with San Antonio issues, as may be evidenced by work in San Antonio and/or the surrounding area during the past ten (10) years. In narrative form using a maximum of two (2) pages, briefly describe Respondent's experience (if any) in the following areas, referencing projects relating to that experience. Note: Respondent may reference projects included in project sheets under **"Tab 13"** herein or include other projects, but no additional project sheets should be provided for this evaluation. This information shall be indexed and labeled as **"Tab 15"**.

- Describe Respondent's past experience and planned management approach to coordinate with UPRR and the utility components;
- Local area construction costs and practices;
- Local environmental community, conditions and constraints;
- Involvement in project development as it relates to public awareness in the local area;
- Respondent's experience with private and public utilities within the San Antonio or surrounding area;
- Local site development;
- Building code requirements; and
- City of San Antonio Design Guidelines

A portion of the scoring for these criteria will be based on City's Consultants' Scorecard, other documentation and/or Respondent's experience and performance on other City projects. City may consider the history of the firm in complying with project programs, schedules and budgets on previous City of San Antonio projects. **No items shall be submitted by Respondent for this criterion and Respondent shall not be penalized if it has not done work on City of San Antonio projects.** Specific items for consideration may include, but are not limited to:

- Timely completion of City projects;
- Cooperative working relationship with City;
- Prompt payment of Subcontractors at all levels;
- Compliance with other contract terms;
- Compliance with City Ordinances on substitution/addition/deletion of Subcontractors;
- Provision of contracting opportunities for S/M/WBES;
- Compliance with City standards;
- Conformance to City budget requirements.

D. SBEDA – SBE and M/WBE Prime Contract Program (10 points)

SBEDA - SBE Prime Contract Program – 5points

Certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% SBE participation (Prime and/or Subconsultant) will receive five (5) evaluation criteria percentage points, and

SBEDA - MWBE Prime Contract Program –5 points

Certified M/WBE firms (see *Minority/Women Business Enterprise* definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Consultants proposing at least 51% M/WBE participation (Prime and/or Sub-Consultant) will receive five (5) evaluation criteria percentage points.

No evaluation criteria percentage Points will be awarded to non-SBE or non-MWBE Prime Consultants through subcontracting to certified SBE or MWBE firms.

Respondent is expected to examine this RFQ carefully, and understand the terms and conditions for providing the services listed herein and respond completely. Failure to complete and provide any of the above-referenced documents may result in the Respondent's submittal being deemed non-responsive and, therefore, disqualified from consideration.

Evaluation Criteria:	Maximum Points
A. Background, Experience and Qualifications of Prime Firm, Key Personnel and Key Sub-Consultants, including Co-Respondent, Joint Venture Party or Partner	45 points
B. Proposed Management Plan	25 points
C. Team's Experience with San Antonio Region Issues & past experience with City of San Antonio contracts	20 points
D. SBEDA SBE Prime Contract Program – 5 points MWBE Prime Contract Program –5 points	10 points
TOTAL	100 points

VI. SUBMISSION INSTRUCTIONS

When submitting a Statement of Qualifications in person, visitors to City Hall shall allow time for security measures. Visitors to City Hall will be required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7:45 a.m. to 4:30 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.

Respondent shall submit a total of **eight (8)** Qualification Statements which shall include one **(1)** original unbound Qualification Statement, signed in ink, and seven **(7)** printed copies of the submittal, as well as one **(1)** copy of the entire submittal in an Adobe PDF format on a compact disk (**CD**) in a sealed package, clearly marked on the front of the package **"RFQ: DESIGN SERVICES FOR THE TERMINAL A/B CONNECTOR AND SECURITY SCREENING CHECKPOINT EXPANSION PROJECT.** All submittals shall be received in the Office of the City Clerk **NO LATER THAN 3:00 P.M. ON FEBRUARY 10, 2016** at the address indicated below. Any submittal received after this time shall not be considered.

Physical Address:

Office of the City Clerk, Attn: Transportation and Capital Improvements
100 Military Plaza
City Hall
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

A response to this solicitation shall be complete and well organized. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Respondent shall adhere to the page limitations for each section as stated herein. Pages which have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. The use of recycled paper is

encouraged. Three-ring binders are **NOT** permitted. With regards to other types of binding, plastic (not metal) spiral or "comb" binding is highly recommended. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond which is sufficient to present a complete and effective submission are not required. All pages shall be numbered. Margins shall be no less than 1" around the perimeter of each page. Electronic files, websites or URLs shall not be included as part of the proposal, other than the CD specified above. Each submittal shall include the sections and attachments in the sequence listed in the RFQ Section V, Submittal Document Requirements & Evaluation Criteria, and each section shall be divided by tabs and indexed as indicated in this RFQ. Failure to meet the above conditions may result in disqualification of the proposal.

To correctly submit a response to this RFQ, Respondent shall reveal, disclose and state the true and correct name of the individual, proprietorship, corporation and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any) submitting the response. No nick-names, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. The true and correct name shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal.

VII. AMENDMENTS TO RFQ

Changes, amendments, or written responses to questions received in compliance with Section VIII, Restrictions on Communication may be posted on City's website at <http://epay.sanantonio.gov/RFPListings/>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. If Respondent does not have access to the Internet, Respondent shall notify City, in accordance with Section VIII, Restrictions on Communication, Respondent wishes to receive copies of changes, amendments, or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ – if any – shall be made in writing only.

VIII. RESTRICTION ON COMMUNICATIONS

Once this RFQ has been released, Respondent is prohibited from communicating with City staff regarding the RFQ or Submittals, with the following exceptions:

Respondent is prohibited from communicating with elected City officials and their staff regarding the RFQ or submittal from the time the RFQ has been released until the contract is posted as a City Council agenda item. Respondent is prohibited from communicating with City employees from the time the RFQ has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or submittal submitted by Respondents. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's submittal from consideration. Exceptions to the restrictions on communication with City employees include:

1. Respondent may ask verbal questions concerning this RFQ at the Pre-Submittal Conference.
2. Respondent may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **3:00 P.M. on January 25, 2016**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax to:

Maria Godina, Senior Management Analyst, 207-1393 (via fax) or maria.godina@sanantonio.gov

However, questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

Maria Godina, Senior Management Analyst
City of San Antonio, Transportation and Capital Improvements
Contract Services Division
114 W. Commerce Street, Room 910
San Antonio, TX 78205

3. Respondent and/or its agent(s) are encouraged to contact City's Aviation Department for assistance or clarification with issues specifically related to City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form, prior to Respondent's submittal. City's point of contact for this solicitation regarding SBEDA is Lisa Brice. Ms. Brice may be reached by telephone at (210) 207-3505 or by e-mail at lisa.brice@sanantonio.gov. Ms. Brice may designate other members of City staff to address issues raised by Respondent. This exception to the restriction on communication does not apply and there is no contact permitted by Respondent to the Small Business Office regarding this solicitation after the solicitation closing date. City reserves the right to contact Respondent over SBEDA issues after the solicitation closing date.
4. Respondent shall provide responses to any questions asked of it by the Staff Contact Person and/or his/her designee about City's SBEDA Program, both before and after responses are received and opened. During interviews, if any, verbal questions addressed to Respondent and its explanations shall be permitted. If interviews are conducted, Respondents shall not bring lobbyists. City reserves the right to exclude any persons from any selection committee meetings it deems in City's best interests.

IX. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award one, more than one, or no contract(s) in response to this RFQ.

- A. A Contract, if awarded, shall be awarded to the Respondent(s) whose submittal(s) is/are deemed most advantageous to City, as determined by the selection committee and upon approval by City Council.
- B. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to City Council approval.
- C. City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, as well as to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFQ, reissue a subsequent solicitation and/or remedy technical errors in the RFQ process.
- D. City shall require the selected Respondent(s) to execute a contract with City in substantially the same form as the one attached hereto, labeled as **Exhibit A** and incorporated herein by reference, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFQ and the contract. Contract documents are not binding until approved by the San Antonio City Attorney's office. In the event the parties cannot negotiate and execute a contract within the time specified by City, City reserves the right to terminate negotiations with that selected Respondent and commence negotiations with another Respondent.
- E. This RFQ does not commit City to enter into a contract or award any services related to this RFQ, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

- F. City administers its design and construction management through an internet-based project management system. All vendors will be required to use City's internet-based system and submit Project schedules.
- G. **Conflicts of Interest:** Respondent acknowledges that it is informed that the Charter of City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten percent or more of the voting stock or shares of the business entity, or ten percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a Subcontractor on a City contract, a partner or a parent or subsidiary business entity.
- H. Respondent is required to warrant and certify that it, its officers, employees and agents neither are officials or employees of City, as defined in Section 2-42 of City's Ethics Code. (Discretionary Contracts Disclosure) – Instructions and web-link to electronic form are included in Form 3 of RFQ.
- I. **Independent Contractor:** Respondent agrees and understands, if selected, it and all persons designated by it to provide services in connection with a contract, is, are and shall be deemed to be an independent contractors, is/are responsible for its/their respective acts or omissions City shall in no way be responsible for Respondent's actions and none of the parties hereto will have authority to bind the other(s) or to hold out to third parties that it/they has/have such authority.
- J. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons or their agents, who seek to contract for the sale or purchase of property, goods or services with City, shall file a completed conflict of interest questionnaire with City Clerk not later than the seventh (7th) business day after the date the person:

(1) begins contract discussions or negotiations with City; or

(2) submits to City an application, response to a request for proposals or bids, correspondence or another writing related to a potential agreement with City. The conflict of interest questionnaire form is available from the Texas Ethics Commission by accessing either of the following web addresses:

http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm

or

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of San Antonio City Clerk. If mailing a completed conflict of interest questionnaire, mail to:

Office of City Clerk
P.O. Box 839966
San Antonio, TX 78283-3966.

If delivering a completed conflict of interest questionnaire, deliver to:

Office of City Clerk
City Hall
100 Military Plaza
San Antonio, TX 78205

Respondent should consult its own legal advisor with questions regarding the statute or form.

- K. All submittals become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should clearly be noted on the page(s) where confidential information is contained; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law or pursuant to a Court order.
- L. Any cost or expense incurred by Respondent associated with the preparation of its submittal, attendance at the Pre-Submittal Conference, if any, or incurred during any phase of the selection process shall be borne solely by Respondent.
- M. **Solicitation Process Review:** If Respondent desires a review of the solicitation process, Respondent shall deliver a written request to the Director of TCI within seven (7) calendar days from the date the notice of non-selection was sent. When the TCI Director receives a timely written request, the TCI Director or his/her designee shall review Respondent's concerns and the solicitation process utilized for legitimacy and procedural correctness. After performing a full review, the TCI Director will notify Respondent in writing of his/her determination of the solicitation process utilized.
- N. **Debriefings:** In an effort to improve solicitation responses, TCI is making available on its web site a "Solicitation Response Tip List" that includes the top common items that "make or break" submissions. Providing this information, prior to the due date of the submittal, provides Respondent an opportunity to develop a better response for each solicitation. As a result of this up-front effort, each Respondent is entitled to a one (1) debriefing per calendar year after the San Antonio City Council has made an award of a contract on a project if:
- (a) they are not the selected respondent for the project; and
 - (b) they have not been debriefed since January 1, 2016.
- Once a firm has been debriefed, it will not be eligible for future debriefings within that calendar year. A Respondent meeting the above criteria desiring an individual submittal debriefing shall deliver a written request to the TCI Contract Services Division within seven (7) calendar days from the date a notice of non-selection was sent.
- O. City reserves the right to verify any and all information submitted by Respondents at anytime of the solicitation/evaluation process.
- P. Final approval of a selected firm(s) is subject to the action of the San Antonio City Council.
- Q. City reserves the right to contact any Respondent to negotiate a contract, if such contact is deemed desirable by City.

X. SBEDA ORDINANCE COMPLIANCE PROVISIONS

A. Solicitation Response and Contract Requirements and Commitment

Respondent (also referred to as "Consultant" or "Respondent/Consultant" herein) understands and agrees that the following provisions shall be requirements of this solicitation and the resulting contract, if awarded, and by submitting its Response, Respondent commits to comply with these requirements.

Waiver Request - Respondent may request, for good cause, a full or partial Waiver of a **specified subcontracting goal** included in this solicitation by submitting the *Respondent Subcontracting Waiver Request* form (*available at <http://www.sanantonio.gov/SBO/Forms.aspx>*) with its solicitation response. The Respondent's Waiver request must fully document Sub-Consultant unavailability despite the Respondent's good faith efforts to comply with the goal.

Such documentation shall include all good faith efforts made by Respondent including, but not limited to, which Sub-Consultants were contacted (with phone numbers, e-mail addresses and mailing addresses, as applicable) and the method of contact. **Late Waiver requests will not be considered.**

Exception Request - Respondent may, for good cause, request an Exception to the application of the SBEDA Program if the Respondent submits the *Exception to SBEDA Program Requirements Request* form (available at <http://www.sanantonio.gov/SBO/Forms.aspx>) with its solicitation response. The Respondent's Exception request must fully document why: (1) the value of the contract is below the \$50,000 threshold for application of the SBEDA Program; or (2) no commercially-useful subcontracting opportunities exist within the contract scope of work; or (3) the type of contract is outside of the scope of the SBEDA Ordinance. **Late Exception Requests will not be considered.**

B. SBEDA Program

City has adopted a Small Business Economic Development Advocacy Ordinance (Ordinance No. 2010-06-17-0531 and as amended, also referred to as "SBEDA" or "the SBEDA Program"), which is posted on City's Economic Development (hereafter referred to as "EDD") website page and also is available in hard copy form upon request to City. The SBEDA Ordinance Compliance Provisions contained in this **Article X** are governed by the terms of said Ordinance, as well as by the terms of the SBEDA Ordinance Policy & Procedure Manual established by City, pursuant to said Ordinance, and any subsequent amendments to this referenced SBEDA Ordinance and SBEDA Policy & Procedure Manual in effect as of the date of the execution of this Agreement. Unless defined in a contrary manner herein, terms used in this **Article X** shall be subject to the same expanded definitions and meanings as given those terms in the SBEDA Ordinance and as further interpreted in the SBEDA Policy & Procedure Manual.

C. Definitions

Affirmative Procurement Initiatives (hereafter referred to as "API") – refers to various Small Business Enterprise, Minority Business Enterprise, and/or Women Business Enterprise (hereafter referred to as "S/M/WBE") Program tools and Solicitation Incentives that are used to encourage greater prime contract and subcontract participation by S/M/WBE firms, including bonding assistance, evaluation preferences, subcontracting goals and joint venture incentives. (For full descriptions of these and other S/M/WBE program tools, see Section III. D. of Attachment A to the SBEDA Ordinance.)

Centralized Vendor Registration System (hereafter referred to as "CVR") – refers to a mandatory electronic system wherein City requires all prospective Respondents and Sub-Consultants ready, willing and able to sell goods or services to City to register. The CVR system assigns a unique identifier to each registrant that is then required for the purpose of submitting solicitation responses and invoices and for receiving payments from City. The CVR-assigned identifiers also are used by City's Goal Setting Committee for measuring relative availability and tracking utilization of SBE and M/WBE (as defined herein) firms by Industry or commodity codes and for establishing annual aspirational Goals and contract-by-contract Subcontracting Goals.

Certification or "Certified" – refers to the process by which City's Small Business Office (hereafter referred to as "SBO") staff determines a firm to be a bona-fide small, minority-, women-owned or emerging small business enterprise. Emerging Small Business Enterprises (hereafter referred to as "ESBEs") automatically are eligible for Certification as SBEs. Any firm may apply for multiple Certifications covering each and every status category (e.g., SBE, ESBE, MBE, or WBE) for which it is able to satisfy eligibility standards. The SBO staff may contract these services to a regional Certification agency or other entity. For purposes of Certification, City accepts any firm that is certified by local government entities and/or other organizations identified herein that have adopted Certification standards and procedures similar to those followed by the SBO, provided the prospective firm satisfies the eligibility requirements set forth in this Ordinance in Section III.E.6 of Attachment A.

Commercially Useful Function – means a S/M/WBE firm performs a Commercially Useful Function when it is responsible for execution of a distinct element of the work of the contract and is carrying out its responsibilities by actually performing, staffing, managing and supervising the work involved. To perform a Commercially Useful

Function, the S/M/WBE firm also must be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material and installing (where applicable) and paying for the material itself. To determine whether an S/M/WBE firm is performing a Commercially Useful Function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the S/M/WBE firm is to be paid under the contract is commensurate with the work it actually is performing, the S/M/WBE credit claimed for its performance of the work and other relevant factors. Specifically, an S/M/WBE firm does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of meaningful and useful S/M/WBE participation when, in similar transactions in which S/M/WBE firms do not participate, there is no such role performed. The use of S/M/WBE firms by Respondent/Consultant to perform such “pass-through” or “conduit” functions that are not commercially useful shall be viewed by City as fraudulent, if Respondent/Consultant attempts to obtain credit for such S/M/WBE participation towards the satisfaction of S/M/WBE participation goals or other API participation requirements. As such, under such circumstances where a commercially useful function is not actually performed by the S/M/WBE firm, Respondent/Consultant shall not be given credit for the participation of its S/M/WBE Sub-Consultant or joint venture partner towards attainment of S/M/WBE utilization goals, and Respondent/Consultant and S/M/WBE firm may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.

Evaluation Preference – an API that may be applied by the Goal Setting Committee (hereafter referred to as “GSC”) to Construction, Architectural & Engineering, Professional Services, Other Services and Goods and Supplies contracts/agreements to be awarded on a basis to include factors other than lowest price, and wherein responses submitted to City by S/M/WBE firms may be awarded additional Points in the evaluation process in the scoring and ranking of their proposals against those submitted by other Respondents.

Good Faith Efforts – means the documentation of Consultant’s/Respondent’s intent to comply with S/M/WBE Program Goals and procedures including, but are not limited to, the following:

(1) documentation within a solicitation response reflecting the Respondent’s commitment to comply with SBE or M/WBE Program Goals as established by the GSC for a particular contract; or

(2) documentation of efforts made toward achieving the SBE or M/WBE Program Goals (e.g., timely advertisements in appropriate trade publications and publications of wide general circulation; timely posting of SBE or M/WBE subcontract opportunities on the City of San Antonio website; solicitations of bids/proposals/qualification statements from all qualified SBE or M/WBE firms listed in the Small Business Office’s directory of certified SBE or M/WBE firms; correspondence from qualified SBE or M/WBE firms documenting their unavailability to perform SBE or M/WBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes, to enhance opportunities for SBE or M/WBE firms; documentation of a Prime Consultant’s posting of a bond covering the work of SBE or M/WBE Sub-Consultants; documentation of efforts to assist SBE or M/WBE firms with obtaining financing, bonding or insurance required by Respondent and the solicitation; and documentation of consultations with trade associations and Sub-Consultants representing the interests of SBE and/or M/WBEs in order to identify qualified and available SBE or M/WBE Sub-Consultants.) The appropriate form and content of Respondent’s Good Faith Efforts documentation shall be in accordance with the SBEDA Ordinance as interpreted in the SBEDA Policy & Procedure Manual.

HUBZone Firm – means a business certified by the U.S. Small Business Administration for participation in the federal HUBZone Program, as established under the 1997 Small Business Reauthorization Act. To qualify as a HUBZone firm, a small business must meet all of the following criteria:

(1) The business is owned and Controlled by U.S. citizens;

(2) At least thirty five percent (35%) of the business’s employees must reside in a HUBZone; and

(3) The business’s Principal Place of Business must be located in a HUBZone within the San Antonio Metropolitan Statistical Area. [See 13 C.F.R. 126.200 (1999).]

Independently Owned and Operated – means the ownership of an SBE firm must be direct, independent and by Individuals only. Ownership of an M/WBE firm may be by Individuals and/or by other businesses provided the ownership interests in the M/WBE firm can satisfy the M/WBE eligibility requirements for ownership and Control as specified herein in Section III.E.6. The M/WBE firm must also be Independently Owned and Operated in the sense that it cannot be the subsidiary of another firm that does not itself (and in combination with the certified M/WBE firm) satisfy the eligibility requirements for M/WBE Certification.

Individual – means an adult person that is of legal majority age.

Industry Categories – means procurement groupings for City inclusive of Construction, Architectural & Engineering (A&E), Professional Services, Other Services and Goods and Supplies (i.e., manufacturing, wholesale and retail distribution of commodities). This term sometimes may be referred to as “business categories.”

Minority/Women Business Enterprise (hereafter referred to as “M/WBE”) – refers to a firm certified as a Small Business Enterprise and also is certified as either a Minority Business Enterprise or as a Women Business Enterprise, is at least fifty-one percent (51%) owned, managed and controlled by one or more Minority Group Members and/or women and is ready, willing and able to sell goods or services to be purchased by City.

M/WBE Directory – refers to a listing of minority- and women-owned businesses certified for participation in City's M/WBE Program APIs.

Minority Business Enterprise (hereafter referred to as “MBE”) – means any legal entity, except a joint venture, organized to engage in for-profit transactions, certified a Small Business Enterprise and is at least fifty-one percent (51%) owned, managed and controlled by one or more Minority Group Members, as defined below, and is ready, willing and able to sell goods or services to be purchased by City. To qualify as a MBE, the enterprise shall meet the Significant Business Presence requirement defined herein. Unless otherwise stated, the term MBE, as used in City's Ordinance, is not inclusive of women-owned business enterprises.

Minority Group Members – refers to African-Americans, Hispanic Americans, Asian Americans and Native Americans legally residing in or that are citizens of the United States or its territories, as defined below:

African-Americans: Persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian, or West Indian.

Hispanic-Americans: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central and South American origin.

Asian-Americans: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

Native Americans: Persons having no less than one sixteenth (1/16th) percentage origin in any of the Native American Tribes, as recognized by the U.S. Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

Originating Department – refers to a City department or authorized representative of City issuing a solicitation or for which a solicitation is issued.

Payment – refers to the dollars actually paid to Respondent/Consultant and/or Sub-Consultants, Vendors and Suppliers for City-contracted goods and/or services.

Points – refers to the quantitative assignment of value for specific evaluation criteria in the vendor selection process used in some Construction, Architectural & Engineering, Professional Services and Other Services

contracts (e.g., up to ten (10) points out of a total of one hundred (100) points assigned for S/M/WBE participation, as stated in City's issued Request for Qualifications or Requests for Proposals).

Prime Consultant – refers to a Consultant, under contract to City, to whom a purchase order or contract is issued by City for the purposes of providing goods or services to City. For purposes of this Agreement, this term refers to Consultant/Respondent.

Relevant Marketplace – means the geographic market area affecting the S/M/WBE Program, as determined for purposes of collecting data for the MGT Studies and for determining eligibility for participation under various programs established by City's SBEDA Ordinance, defined as the San Antonio Metropolitan Statistical Area (as defined herein), which currently includes the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

Respondent – refers to an entity submitting a bid, Statement of Qualifications or Proposal in response to a solicitation issued by City. For purposes of this agreement, Consultant is Respondent.

Responsible – means a firm capable in all respects fully to perform the contractual requirements outlined in City's solicitation and has the integrity and reliability to assure good faith performance of all project specifications.

Responsive – means a firm's submittal (i.e. bid, response or proposal) conforming in all material respects to the solicitation (i.e. Invitation for Bid, Request for Competitive Sealed Proposal, Request for Qualifications or Request for Proposal) and is in compliance with a project's S/M/WBE Program requirements.

San Antonio Metropolitan Statistical Area (hereafter referred to as "SAMSA") – also known as the Relevant Marketplace, referring to the geographic market area from which City's MGT Studies analyzed contract utilization and availability data for disparity. City's SAMSA currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

SBE Directory – refers to a listing of small businesses certified for participation in City's SBE Program APIs.

Significant Business Presence – defined as an established place of business in one or more of the eight (8) counties making up the SAMSA, from which twenty percent (20%) of the entity's full-time, part-time and contract employees regularly are based, and from which a substantial role in the S/M/WBE's performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence. To qualify for this Program, a S/M/WBE must be headquartered or have a *significant business presence* for at least one (1) year within the Relevant Marketplace

Small Business Enterprise (hereafter referred to as "SBE") – means a corporation, partnership, sole proprietorship or other recognized legal entity existing for the purpose of making a profit, is independently owned and operated by Individuals legally residing in or are citizens of the United States or its territories, meets the U.S. Small Business Administration (hereafter referred to as "SBA") size standard for a small business in its particular industry(ies) and meets the Significant Business Presence requirements, as defined herein.

Small Business Office (hereafter referred to as "SBO") – means the office within City's EDD Department primarily responsible for general oversight and administration of the S/M/WBE Program.

Small Business Office Manager (hereafter referred to as "SBO Manager") – refers to the Assistant Director of EDD responsible for the management of the SBO and ultimately responsible for oversight, tracking, monitoring, administration, implementation and reporting of the S/M/WBE Program. The SBO Manager also is responsible for enforcement of Consultant and vendor compliance with contract participation requirements and ensuring that overall SBEDA Program goals and objectives are met.

Small Minority Women Business Enterprise Program (hereafter referred to as "S/M/WBE Program") – refers to the combination of SBE Program and M/WBE Program features contained in the SBEDA Ordinance.

Sub-Consultant – means any vendor of Respondent/Consultant providing goods or services to Respondent/Consultant in furtherance of Respondent's/Consultant's performance under an agreement, contract or purchase order with the City. A copy of each binding agreement between Respondent/Consultant and its Sub-Consultants shall be submitted to City in writing prior to execution of this Agreement and any modification to this Agreement.

Suspension – means the temporary stoppage of a SBE or M/WBE firm's beneficial participation in City's S/M/WBE Program for a finite period of time, due to the cumulative contract payments the S/M/WBE firm received during a fiscal year exceeding a certain dollar threshold, as set forth in Section III.E.7 of Attachment A to the SBEDA Ordinance; or the temporary stoppage of Consultant's and/or S/M/WBE firm's performance and payment under City contracts due to City's imposition of Penalties and Sanctions, as set forth in Section III.E.13 of Attachment A to the SBEDA Ordinance.

Sub-Consultant/Supplier Utilization Plan – refers to the binding part of this Agreement stating Respondent's commitment for the use of Joint Venture Partners and/or Sub-Consultants and/or Suppliers in the performance of this Agreement, stating the name, scope of work and dollar value of work to be performed by each of Respondent's Joint Venture partners and/or Sub-Consultants/Suppliers in the course of the performance of this Agreement, specifying the S/M/WBE Certification category for each Joint Venture partner and/or Sub-Consultant/Supplier, as approved by the SBO Manager. Additions, deletions or modifications of the Joint Venture partner or Sub-Consultant/Supplier names, scopes of work or dollar values of work to be performed requires an amendment to this Agreement approved by the EDD Manager or his/her designee.

Women Business Enterprises (hereafter referred to as "WBEs") – refers to any legal entity, except a Joint Venture, organized to engage in for-profit transactions, certified, for purposes of the SBEDA Ordinance, as being a Small Business Enterprise, is at least fifty-one percent (51%) owned, managed and controlled by one or more non-minority women Individuals lawfully residing in or are citizens of the United States or its territories, is ready, willing and able to sell goods or services to be purchased by City and meets the Significant Business Presence requirements, as defined herein. Unless otherwise stated, WBE, as used in this Agreement, is not inclusive of MBEs.

D. SBEDA Program Compliance – General Provisions

Respondent/Consultant acknowledges and accepts the terms of City's SBEDA Ordinance, as amended, together with all requirements, guidelines and procedures set forth in City's SBEDA Policy & Procedure Manual, are in furtherance of City's efforts at economic inclusion and, moreover, such terms are part of Respondent/Consultant's Scope of Work, as referenced in City's formal solicitation, forming the basis for a contract award and subsequent execution of this Agreement. These SBEDA Ordinance requirements, guidelines and procedures hereby are incorporated by reference into this Agreement and are considered by the Parties hereto to be material terms. Respondent's/Consultant's agreement fully to comply with these SBEDA program terms is a material condition for being awarded this Agreement by City. Without limitation, Respondent/Consultant further agrees to the following terms as part of its contract compliance responsibilities under City's SBEDA Program:

1. Respondent/Consultant fully shall cooperate with the SBO and other City departments in the data collection and monitoring efforts regarding Respondent's/Consultant's utilization and payment of and to Sub-Consultants/Suppliers, S/M/WBE firms and HUBZone firms, as applicable, for their performance of Commercially Useful Functions pursuant to this Agreement including, but not limited to, the timely submission of completed forms and/or documentation promulgated by SBO through the Originating Department, pursuant to the SBEDA Policy & Procedure Manual, the timely entry of data into monitoring systems and ensuring the timely compliance of its Sub-Consultants/Suppliers with this term;

2. Respondent/Consultant fully shall cooperate with any City or SBO investigation (and shall also respond truthfully and promptly to any City or SBO inquiry) regarding possible non-compliance with SBEDA requirements on the part of Respondent/Consultant, its Sub-Consultants and/or Suppliers;
3. Respondent/Consultant shall permit the SBO, upon reasonable notice, to undertake inspections as necessary including, but not limited to, contract-related correspondence, records, documents, payroll records, daily logs, invoices, bills, cancelled checks and work product, and to interview Sub-Consultants/Suppliers and workers to determine whether there has been a violation of the terms of this Agreement;
4. Respondent/Consultant immediately shall notify the SBO, in writing, on the Change to Utilization Plan form, through the Originating Department, of any proposed changes to Respondent's/Consultant's Sub-Consultant/Supplier Utilization Plan for this Agreement, with an explanation of the necessity for such proposed changes, including documentation of Good Faith Efforts made by Respondent/Consultant to replace the Sub-Consultant/Supplier in accordance with the applicable Affirmative Procurement Initiative. All proposed changes by Respondent/Consultant to its Sub-Consultant/Supplier Utilization Plan including, but not limited to, proposed self-performance of work by Respondent/Consultant of work previously designated for performance by Sub-Consultant or Supplier, substitutions of new Sub-Consultants, terminations of previously designated Sub-Consultants or reductions in the scope of work and value of work awarded to Sub-Consultants or suppliers, shall be subject to advanced written approval by the Originating Department and the SBO.
5. Respondent/Consultant immediately shall notify the Originating Department and SBO of any transfer or assignment of its contract with City, as well as any transfer or change in its ownership or business structure.
6. Respondent/Consultant shall retain all records of its Sub-Consultant/Supplier payments pursuant to this Agreement for a minimum of four (4) years or as required by state law, following the conclusion of this contract or, in the event of litigation concerning this Agreement, for a minimum of four (4) years or as required by state law following the final determination of litigation, whichever is later.
7. In instances wherein the SBO determines that a Commercially Useful Function is not actually being performed by the applicable S/M/WBE or HUBZone firms listed in a Respondent's/Consultant's Sub-Consultant/Supplier Utilization Plan, Respondent/Consultant shall not be given credit for the participation of its S/M/WBE or HUBZone Sub-Consultant(s) or joint venture partner(s) toward attainment of S/M/WBE or HUBZone firm utilization goals and Respondent/Consultant and its listed S/M/WBE firms or HUBZone firms may be subject to sanctions and penalties, in accordance with the SBEDA Ordinance.
8. Respondent/Consultant acknowledges City will not execute a contract or issue a Notice to Proceed for any work on this Project until Respondent/Consultant and each of its Sub-Consultants and Suppliers for this Project have registered and/or maintained active status in City's Centralized Vendor Registration System and Respondent/Consultant has represented to City which primary commodity codes each registered Sub-Consultant and Supplier shall be performing under this Agreement.

E. SBEDA Program Compliance – Affirmative Procurement Initiatives

City has applied the following contract-specific Affirmative Procurement Initiatives to this Agreement. Respondent/Consultant hereby acknowledges and agrees the selected API requirement also shall be extended to any change order or subsequent contract modification and, absent SBO's granting of a waiver, that its full compliance with the following API terms and conditions are material to its satisfactory performance under this Agreement:

SBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 3. (b), this Agreement is being awarded pursuant to the SBE Prime Contract Program and, as such, Respondent/Consultant affirms if it presently is certified as an SBE, Respondent/Consultant agrees not to subcontract more than 49% of the contract value to a non-SBE firm, and

M/WBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 4. (b), this Agreement is being awarded pursuant to the M/WBE Prime Contract Program and, as such, Respondent/Consultant affirms if it presently is certified as an M/WBE (see *Minority/Women Business Enterprise* definition), Respondent/Consultant agrees not to subcontract more than 49% of the contract value to a non-M/WBE firm, and

SBE Subcontracting Program. In accordance with SBEDA Ordinance Section III. D. 3. (a), this Agreement also is being awarded pursuant to the SBE Subcontracting Program. Respondent/Consultant agrees to sub-contract at minimum **thirty-three percent (33%)** of its prime consulting contract value to certified SBE firms headquartered or having a Significant Business Presence within the SAMSA. Respondent/Consultant accepts, agrees and confirms the Subcontractor/Supplier Utilization Plan it submitted to City with its response for this solicitation (or, if applicable, Respondent/Consultant agrees to submit during the price proposal negotiation phase with City) contains the names of the certified SBE Sub-Consultants/Suppliers to be used by Respondent/Consultant pursuant to this Agreement, the respective percentages of the total prime contract dollar value to be awarded and performed by each SBE Sub-Consultant and other documentation, to include a description of each SBE Sub-Consultant's scope of work and confirmation each SBE Sub-Consultant's commitment to perform such scope of work for an agreed upon dollar amount, is attached to its submission and incorporated therein by reference into the material terms of this Agreement.

In the absence of a waiver granted by the SBO, Respondent/Consultant accepts and agrees its failure to attain the established sub-consulting/supplier goal for SBE firm participation in the performance of a Commercially Useful Function under the terms of this Agreement shall be a material breach of this Agreement, shall be grounds for termination of its Agreement with City, may result in debarment from performing future City contracts and/or shall be subject to any other remedies available under the terms of this Agreement for violations of the SBEDA Ordinance, or under any other law.

Subcontractor Diversity: City strongly encourages Respondent to be as inclusive as possible and to reach out to all segments of the M/WBE community, in Respondent's efforts to exercise good faith in achieving the SBE sub-consulting/subcontracting goal of 33% established for this Agreement. While the relative availability of ready, willing and able firms within various ethnic and gender categories significantly may vary from contract to contract, based upon the particular trades that are involved, overall in the San Antonio Architecture and Engineering industry, as reflected in the City's Centralized Vendor Registration system for the month of December 2015, African-American owned firms represent approximately 1.71% of available subcontractors, Hispanic-American firms represent approximately 11.25%, Asian-American firms represent approximately 1.71%, Native American firms represent approximately 0.43%, and Women-owned firms represent approximately 7.26% of available Architecture and Engineering Sub-Consultants.

F. Commercial Nondiscrimination Policy Compliance

As a condition of entering into this Agreement, Respondent represents and warrants it has complied with, throughout the course of this solicitation and contract award process and will continue to comply with, City's Commercial Nondiscrimination Policy, as described under Section III. C. 1. of the SBEDA Ordinance. As part of such compliance, Respondent shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or, on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of Sub-Consultants, vendors, Suppliers, or commercial customers, nor shall Respondent retaliate against any person for reporting instances of such discrimination. Respondent shall provide equal opportunity for Sub-Consultants, vendors and Suppliers to participate in all of Respondent's/Consultant's public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this **Section X (F)** shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in City's Relevant Marketplace. Respondent understands and agrees a material violation of this **Section X (F)** shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of Respondent from participating in City contracts or other sanctions. This **Section X (F)** is not enforceable by or for the benefit of, and creates no obligation to, any third party. Respondent's certification of its compliance with this Commercial Nondiscrimination Policy, as submitted to City pursuant to the solicitation for this Agreement, hereby is incorporated into the material terms of this Agreement. Respondent shall incorporate this Commercial Nondiscrimination Policy clause into each of its Sub-Consultant and Supplier agreements entered into pursuant to City contracts.

G. Prompt Payment

Upon execution of this Agreement, Respondent/Consultant shall be required to submit to City accurate progress payment information with each invoice, with regard to each of its Sub-Consultants/Suppliers, including HUBZone Sub-Consultants, to ensure Respondent's/Consultant's reported subcontract participation is accurate. Respondent/Consultant shall pay its Sub-Consultants/Suppliers in compliance with Chapter 2251, Texas Government Code (known as the "Prompt Payment Act") within ten (10) days of receipt of payment from City. In the event of Respondent's/Consultant's noncompliance with these prompt payment provisions, no final retainage on the Agreement shall be released to Respondent/Consultant, if withheld, and no new City contracts shall be issued to Respondent/Consultant until City's audit of previous subcontract payments is complete and payments are verified to be in accordance with the specifications of the Agreement.

H. Violations, Sanctions and Penalties

In addition to the above terms, Respondent acknowledges and agrees it is a violation of the SBEDA Ordinance and shall be deemed to have committed a material breach of this Agreement if Respondent:

1. fraudulently obtains, retains, attempt to obtain, or aids another in fraudulently obtaining, retaining, or attempting to obtain or retain Certification status as an SBE, MBE, WBE, M/WBE, HUBZone firm, Emerging M/WBE, or ESBE for purposes of benefitting from the SBEDA Ordinance;
2. willfully falsifies, conceals or covers up by a trick, scheme or device, a material fact or makes any false, fictitious or fraudulent statements or representations, or makes use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statements or entries pursuant to the terms of the SBEDA Ordinance;
3. willfully obstructs, impedes or attempts to obstruct or impede any authorized official or employee investigating the qualifications of a business entity which has requested Certification as an S/M/WBE or HUBZone firm;
4. fraudulently obtains, attempts to obtain or aids another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of the SBEDA Ordinance; and
5. makes false statements to any entity that any other entity is or is not certified as an S/M/WBE for purposes of the SBEDA Ordinance.

Any person or entity violating the provisions of this **Section X (H)** shall be subject to the provisions of Section III. E. 13. of the SBEDA Ordinance and any other penalties, sanctions and remedies available under law including, but not limited to:

1. Suspension of contract;
2. Withholding of funds;
3. Rescission of contract based upon a material breach of contract pertaining to S/M/WBE Program compliance;
4. Refusal to accept a response or proposal; and
5. Disqualification of Respondent or other business firm from eligibility for providing goods or services to City for a period not to exceed two years (upon approval by the San Antonio City Council).